

## **Questions and Answers**

### **High Cost Special Education Aid Form**

March 2020

#### **1. What is the best strategy for completing the high cost special education form?**

Start by identifying your students with disabilities whose needs are particularly costly. From there identify the special education services and classes the student or students received.

#### **2. Is the individual providing the services required to have a proper license to be eligible for high cost special education aid?**

Yes

#### **3. What is a Program and how does it tie to the individual?**

A Program is a set of special education and related services for children identified with the same disability-related needs, such as a cross-categorical program, a transition program, or a shared specialized transportation route to and from an off-site service. Under the revision to PI 30, DPI is no longer evaluating the specific merits of programs serving small numbers of students. The purpose of this tab is to compile costs and compute daily rates for each program.

#### **4. How do I know when a cost should be entered on the tab 3 as Program related or tab 4 as Child-Specific?**

Only a cost clearly connected to that child is Child-Specific. For example, a program aide who assists in the classroom and circulates between multiple students is a Program cost. However if the program aide is assigned as a one to one aide to assist only that student, the cost is Child-Specific. Other Child-Specific costs would be tuition or specialized transportation *for an individual student*. The majority of your entries will likely be Program costs where the individual student shares a portion of the program or service.

**5. What if I have several one to one aides for a student that take different shifts or days?**

This is a Program cost. You have several aides who rotate to various students. Each high cost student you identify uses a portion of this program; therefore it is a Program cost.

**6. Does this mean I need to list all of my special education teachers on the Program tab? This would be a huge list when I include all of my schools within my district, from grade schools to high schools.**

It is unlikely that you would have to enter all of your special education staff. High cost special education aid is different from special education and school-age parents aid as it is intended to serve specific identified students and not support the overall fiscal management of special education. It is unlikely all of the students you serve with disabilities have *special education costs that exceed \$30,000* and meet the definition of high cost special education aid. Start with identifying your students with disabilities whose needs are particularly costly and then identify the services they require.

**7. We have a Speech and Language teacher who travels between schools with a limited caseload; is this a Program cost or Child-Specific cost?**

This is a Program cost. The teacher may not serve many students, but he/she does serve more than one student and is not exclusive to that student. The new form allows you to determine how you want to allocate use of Program to each identified student. On the Program tab you determine what "Units Per Day" you want to use. This will determine what fraction of a day is used in determining a student's share of the program.

Program units can be identified in minutes, periods, days, or by caseload. By hovering over the "Units of Service" column on the Program tab (tab 3) it provides a description of each of these unit types. Read this descriptions carefully as the number you enter should make sense with the Unit of Service selected. The caseload option allocates costs equally by student.

## **8. How do I determine and enter specialized transportation?**

In question 4 we provide a clear Child-Specific example (one student needs transportation to a special school); however other specialized transportation scenarios may not be that straightforward and some may be a judgement call by the LEA entering the data. Perhaps you have more than one student receiving instruction off-site, such as a small group of students with transportation for a day program. Since you know exactly only these few students require transportation to this location you could take the transportation cost and divide by number of students and automatically allocate an amount to each student, thus a Child-Specific cost, or you could enter it as a Program cost.

Other specialized transportation is a Program cost and should be entered that way. For example, the specialized transportation route that several students with IEPs ride back and forth to school. A few of those students on the bus may be eligible for high cost special education but it is unlikely everyone on the bus is eligible. Entering as a Program cost allows you to allocate a portion of that specialized transportation route to that one or two students that are high cost students and identified on your high cost special education claim.